



# CHURCHER'S COLLEGE

## **PUPIL EXCLUSION POLICY**

---

SENIOR SCHOOL, JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)

April 2024

## 1 Introduction

This policy relates to all children at Churcher's College and all sections of the school including the Nursery, the Junior School and the Senior School and has due regard for the specific requirements for the Early Years Foundation Stage (EYFS). Throughout this policy document, the terms "the School" and "Churcher's College" refer to all sections of Churcher's College, unless otherwise specified.

## 2 Guiding Principles

- 2.1 All schools must maintain discipline and good conduct to secure an orderly learning environment so that teaching and learning can take place. Schools will therefore need to adopt a range of strategies, including exclusion, to ensure they are providing a sound learning environment for all pupils.
- 2.2 A permanent exclusion is a rare event, in response to a serious or continual breach of school discipline; and after the school has taken all reasonable strategies to avoid excluding the pupil and/or if allowing the pupil to remain in school would, in the opinion of the school, seriously harm the education and welfare of the pupil or of others in the school.
- 2.3 Exclusion may be for disciplinary reasons and/or if the Headmaster considers that it is in the best interests of the pupil or the School to exclude the pupil and/or for non-payment of fees and may be permanent or for one or more fixed periods in any one school year.
- 2.4 Exclusion is not appropriate for minor incidents.
- 2.5 Whenever possible the Headmaster should support the parents of the excluded pupil to find an alternative school.
- 2.6 This policy is reviewed annually by the Headmaster and following any exclusion. The Governing Body are required to endorse any modifications.

## 3 Procedure

- 3.1 Only the Headmaster (or in his absence, in consultation with the Headmaster, the Head of the Junior School or the Senior School Deputy Heads as appropriate) can exclude a pupil from School.
- 3.2 Exclusion should not be decided in the heat of the moment unless there is an immediate risk to the safety of others in the School or the pupil concerned. A decision to exclude a child should be taken only:
  - 3.2.1 in response to a very serious breach of the School's Anti-Bullying Policies, IT Acceptable Use Policies, Discrimination Policies and the Behaviour, Rewards and Sanctions Policy (in the case of the Senior School) or the Culture and Ethos Policy (in the case of the Junior School and Nursery);
  - 3.2.2 in response to unlawful behaviour and/or behaviour that brings the name of the school into disrepute;
  - 3.2.3 if a pupil brings prohibited, illegal, inappropriate or dangerous items into School;

- 3.2.4 in the case of persistent failures to comply with the School's behaviour policies (as referenced above);
  - 3.2.5 if allowing the pupil to remain in School would, in the opinion of the School, seriously harm the education or welfare of the pupil or others in the School;
  - 3.2.6 as a result of parental breach of contract with the School;
  - 3.2.7 if parents are causing serious or repeated nuisance on School premises;
  - 3.2.8 if there is a serious disagreement (on the part of the pupil or parents) with, or contravention of, the School's policies on social inclusion, diversity or equality;
  - 3.2.9 if a pupil fails to meet the required academic standards.
- 3.3 Before reaching a decision, the Headmaster should:
- 3.3.1 consider all the relevant facts and firm evidence to support the allegations made;
  - 3.3.2 allow the pupil to give their version of events;
  - 3.3.3 check whether an incident appeared to be provoked; and
  - 3.3.4 if necessary consult others, being careful not to involve anyone who may later take part in the statutory review of their decision, e.g. a member of a Governors' Review Panel.
- 3.4 Exclusion should not be used for minor incidents such as failure to do prep, or to bring sports kit, or poor academic performance, unless there is a record of such minor offences and a persistent disregard to follow guidance or accept support put in place to attempt to modify this behaviour.
- 3.5 In all exclusion cases the decision to exclude must be notified to the Chair of Governors, or in his absence the Vice-Chair of Governors.
- 3.6 When excluding a pupil, the Headmaster will talk in person to the parents or guardian of the pupil giving the reasons for the exclusion.
- 3.7 Notification in writing will follow an oral notification within two school days.
- 3.8 In the parent meeting and/or letter(s) about fixed period and permanent exclusions an explanation should be given:
- 3.8.1 why the Headmaster decided to exclude the pupil and the steps taken to try to avoid exclusion;
  - 3.8.2 of the arrangements for enabling the pupil to continue their education, including setting and marking the pupil's work;
  - 3.8.3 of the exclusion policy and the parents' right to appeal in accordance with the School's complaints procedure and the exclusion policy;
  - 3.8.4 if the exclusion is for a fixed period, the length of the exclusion and the date and time the pupil should return to School;

- 3.8.5 if the exclusion is permanent, the date the permanent exclusion takes effect, and details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken before the present incident.
- 3.9 A permanently excluded pupil will forfeit the right to become an Old Churcherian and will not be permitted to return to the School, although the Headmaster may waive this condition.
- 4 Review**
- 4.1 The Governors are responsible for holding reviews of exclusions.
- 4.2 A review request must be in writing and must set out the grounds on which it is made.
- 4.3 Parents must state that they wish to hold a review within fifteen days of receiving written notification of their right to make representations.
- 4.4 A Governors' Review Panel, consisting of three Governors, will hear the review. The review will take place within thirty days of the Headmaster's written notification to exclude. The Chair of Governors may take urgent action in such circumstances.
- 4.5 If the Review Panel does not uphold the Headmaster's decision, it will refer the matter back to the Headmaster for him to reconsider his decision in light of the Review Panel's findings. The Headmaster's decision will then be final. In the event that the Headmaster decides that a pupil should be reinstated, that pupil's reinstatement should be at a future date rather than immediate.
- 4.6 Representation against a fixed period exclusion may be written or oral. It is recognised that such representations may not be heard until after the pupil has returned to School.

<b>Authorised by</b>	Headmaster and approved by the Board of Governors
<b>Date</b>	April 2024

<b>Date of next review</b>	April 2025 and following any exclusion
<b>Circulation</b>	Published on the School's website and available from the Junior School and Senior School Offices on request
<b>Status</b>	Complies with the <i>Education (Independent School Standards) Regulations 2014 (SI 2014/3283)</i>